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Bulletin Number	34229BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Public Social Services
Position Title	WELFARE FRAUD INVESTIGATOR TRAINEE
Exam Number	9151
Filing Type	Standard
Filing Start Date	04/11/2014
Filing End Date	04/17/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3217.91
Salary Maximum	4208.45
Position/Program Information	<p>Participates as a trainee in a program to learn the techniques of welfare fraud investigation. Positions allocable to this class report to a Supervising Welfare Fraud Investigator and provide incumbents with extensive formal and on-the-job training in investigating allegations of criminal welfare fraud including collecting and evaluating evidence, determining violations of welfare laws and regulations, preparing requests for criminal complaints, and assisting in the prosecution of cases. Incumbents must demonstrate ability to learn and interpret laws and regulations, to perform field investigations, to write clear and concise reports, and to establish and maintain effective public relations.</p> <p>Incumbents in this class are required to serve a one-year probationary period. Successful completion of the Specialized Investigators Basic Course will be required before final appointment.</p>
Essential Job Functions	<p>Receives on-the-job training and earns practical hands-on experience in the techniques and procedures required to:</p> <p>Analyze and evaluate information and/or allegations of welfare fraud.</p> <p>Develop and implement an appropriate investigation plan based on information received.</p> <p>Discuss allegations of suspected welfare fraud with eligibility and social work staff to explain findings and to identify facts.</p> <p>Interview employers, neighbors, and other possible witnesses, and conduct surveillance and make use of related community resources to obtain information concerning employment, living arrangements, and other matters concerning suspected welfare fraud.</p> <p>Make unscheduled home visits to determine if current living arrangements violate welfare regulations.</p> <p>Make referrals of suspected child abuse and/or neglect or elder abuse to the appropriate agency.</p>

Interview suspects to obtain information regarding allegations.

Review computation of fraudulent overpayments for accuracy and correct application of regulations; arrange for restitution of fraudulent overpayments.

Analyze investigative findings to determine whether evidence warrants referring investigative findings to the District Attorney for consideration for filing a criminal complaint; prepare investigative written summaries and assist attorneys assigned to cases in civil or criminal prosecutions; testify in court as to conduct of investigation and/or methods of evidence collection.

Requirements

Minimum Requirements:

One year of experience in the County of Los Angeles class of Eligibility Quality Auditor or Eligibility Supervisor

-OR- Three years of experience in the County of Los Angeles class of Eligibility Worker II

-OR- One year of governmental law enforcement experience for a police or criminal investigation agency

-OR- One year of experience performing field investigations of alleged welfare fraud for a governmental organization

-OR- An Associate of Arts degree from an accredited college or university in Criminal Justice, Police Science, Administration of Justice, or a related field.

Candidates must meet the qualifications for designation as a Peace Officer set forth in the California Government Code.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*As a condition of employment as Welfare Fraud Investigator, all persons appointed on or after January 1, 2001, are required by law (AB 2059) to attend and successfully complete a Specialized Investigator Basic Course (SIBC) approved by POST (Peace Officer Standards and Training Commission) within one year of appointment. This is a very physically demanding and academically intensive 16-week police academy course. During the SIBC, individuals must demonstrate proficiency in law enforcement related academics and the use of firearms. Welfare Fraud Investigators who do not complete the SIBC will be restored to their previously held permanent (retain) position or nearest equivalent position.

**All candidates considered for appointment will undergo a background check to ensure that they are POST - eligible under the 6 criteria. Please visit the link below for California Code 1031:

<http://leginfo.public.ca.gov/pub/code/gov/01001-02000/1020-1043>

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are

acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This Examination will consist of two (2) parts:

PART 1: A written test, weighted 60%, that contains both computerized and paper-and-pencil components, covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer services, interviewing and information gathering techniques, achievement orientation, conscientiousness, customer service potential, customer focus, dependability, retention and self motivation.

The first written test is tentatively scheduled for Monday, April 28, 2014.

Candidates must achieve a passing score of 70% or higher in the written test in order to proceed to the structured interview.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Written tests are not reviewable by candidates per Civil Service Rule 7.19.

Part 2: A structured telephone interview weighted 40% to assess oral communications, planning and coordination, integrity, assertiveness, team orientation, and adaptability/flexibility.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70 PERCENT OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Invitation letters for all exam parts may be sent electronically to the e-mail address provided on the application. It is important that candidates provide a valid e-mail address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/> . Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy

The eligible register resulting from this examination will be used to

Information	fill vacancies in the County of Los Angeles, Department of Public Social Services.
Eligibility Information	<p>Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.</p> <p>No person may compete for this examination more than once every 12 months.</p>
Application and Filing Information	<p>APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>All information supplied by applicants is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.</p> <p>Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.</p> <p><u>COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES</u> : For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.</p> <p><u>NO SHARING OF USER ID AND PASSWORD</u>: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.</p> <p><u>SOCIAL SECURITY NUMBER</u>: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.</p>
County of Los Angeles Information	<p>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</p> <p><u>COUNTY OF LOS ANGELES BULLETIN INFORMATION</u></p>

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Heidi Kim
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Administration Public Safety/Law Enforcement/Probation Social Services
Job Type	All Others

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